sassi

Business transparency in real time

SASSI User manual for Contractor Administrators

Version 04-06-2014

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1. Login to SASSI

To access the SASSI system, go to the following URL:

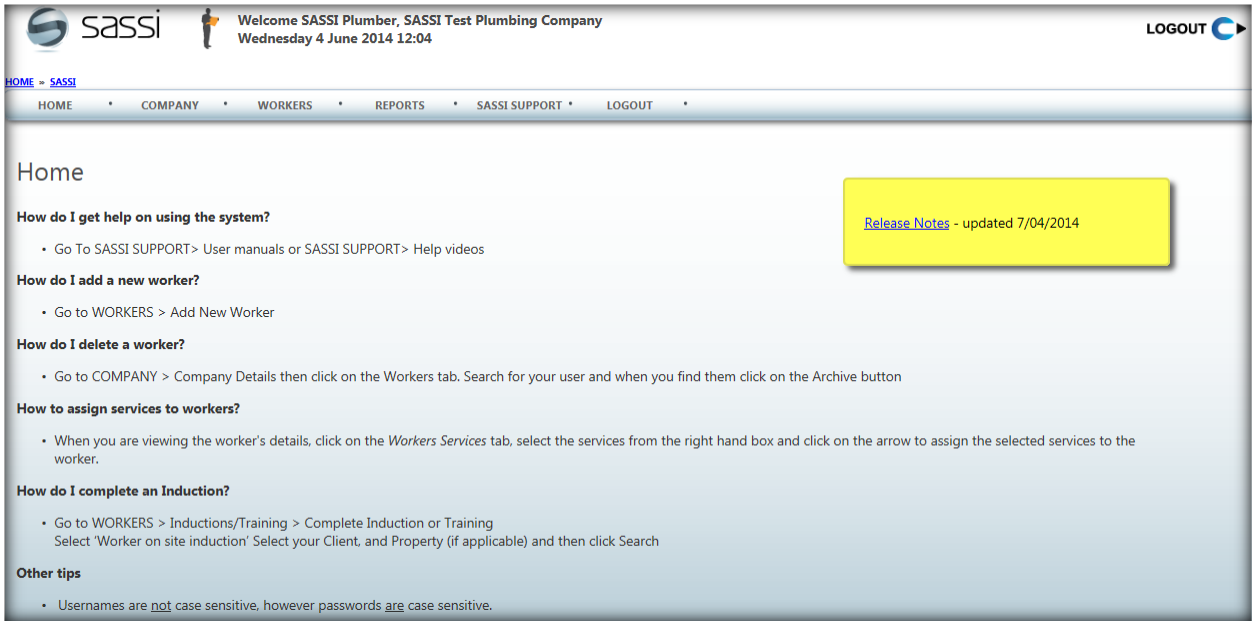
http://sassi.audit.net.au/

The screen below will be displayed.

Login by:

1. Entering your **username**
2. Entering your **password**.
3. Select the LOGIN Login button or press **Enter** to proceed with login.

Below is the first screen you will see after you log in.


sassi
Welcome SASSI Plumber, SASSI Test Plumbing Company
Wednesday 4 June 2014 12:04
LOGOUT
HOME » SASSI
HOME • COMPANY • WORKERS • REPORTS • SASSI SUPPORT • LOGOUT •
Home
Release Notes - updated 7/04/2014
How do I get help on using the system?
• Go To SASSI SUPPORT> User manuals or SASSI SUPPORT> Help videos
How do I add a new worker?
• Go to WORKERS > Add New Worker
How do I delete a worker?
• Go to COMPANY > Company Details then click on the Workers tab. Search for your user and when you find them click on the Archive button
How to assign services to workers?
• When you are viewing the worker's details, click on the Workers Services tab, select the services from the right hand box and click on the arrow to assign the selected services to the worker.
How do I complete an Induction?
• Go to WORKERS > Inductions/Training > Complete Induction or Training
Select 'Worker on site induction' Select your Client, and Property (if applicable) and then click Search
Other tips
• Usernames are not case sensitive, however passwords are case sensitive.

2. HOME

This option will return you to the page shown above

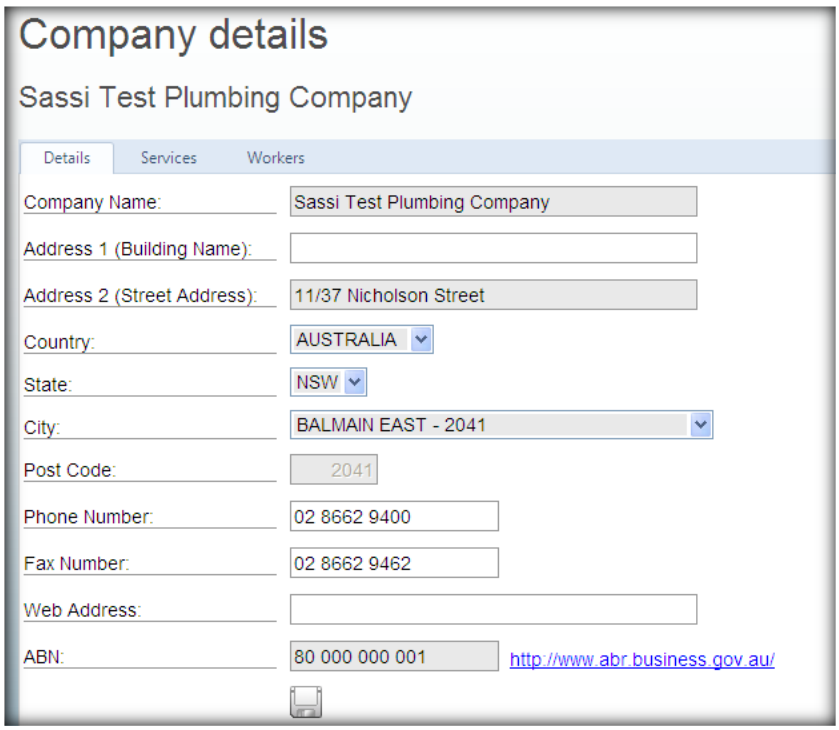
3. COMPANY

Within this menu item you can choose one of the following options.

3.1. Company details

Within the company details form there are the following tabs.

3.1.1. Details tab.

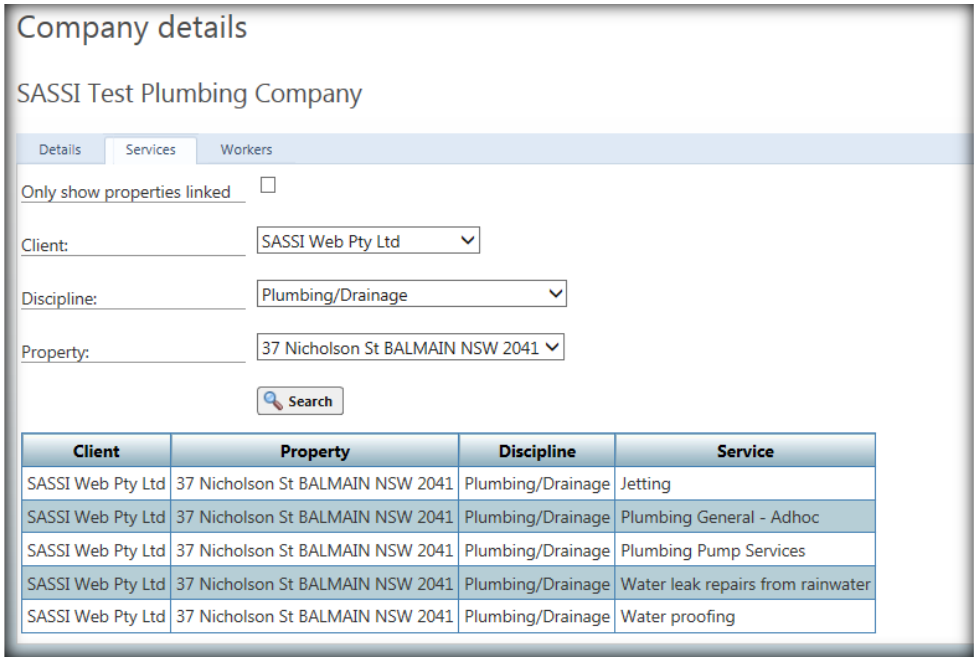


In the **Details** tab you can view and update your company's main details in SASSI.

The information in the greyed text boxes is mandatory.

To update the information on this page, click the save icon.

3.1.2. Services tab.



In this screen you can view the services that your company provides at your clients' properties

You can search by client, discipline and property. Only the Client is mandatory. Click the Search button to search for the services.

You can also display only the properties that you provide these services to, by clicking the "Only show properties linked" check box before you click "Search".

If you do not select a discipline or property all the services and all properties for that client will be displayed.

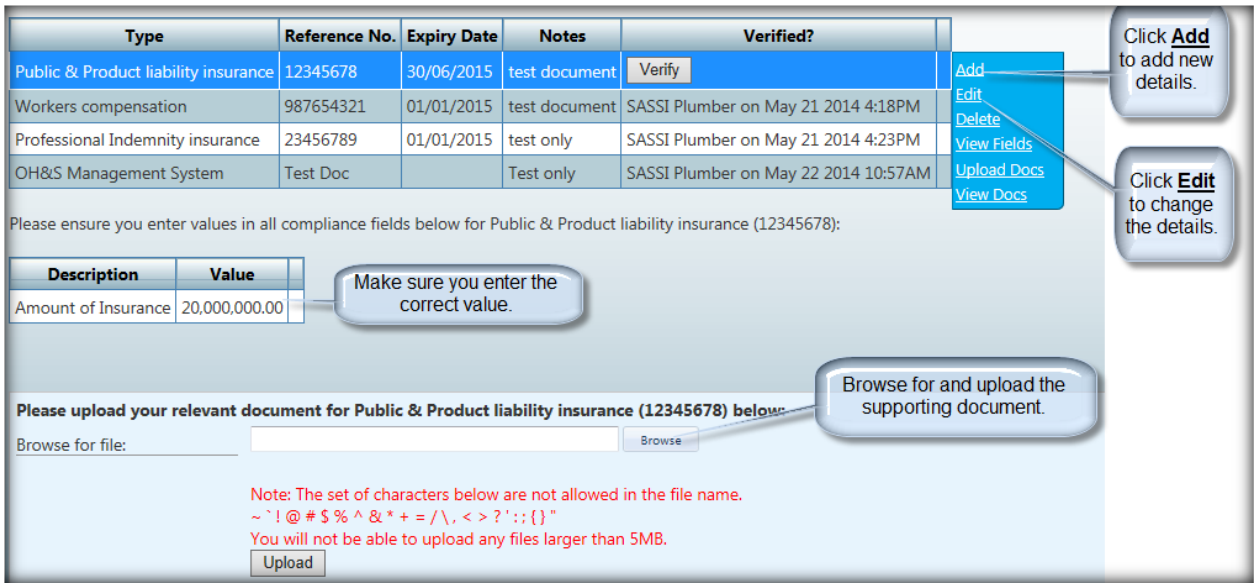
This information can only be updated by a representative of the client or SASSI Web.

3.2. Insurances and licences

This is the option that you will use to upload your companies compliance documents and enter the information about these documents, so that they can be matched to a client's compliance requirements.

This process requires you to complete the following steps:

Step 1: You can add a new compliance document by clicking on **Add** from the hover menu or edit an existing compliance by hovering over it and selecting the **Edit** hyperlink

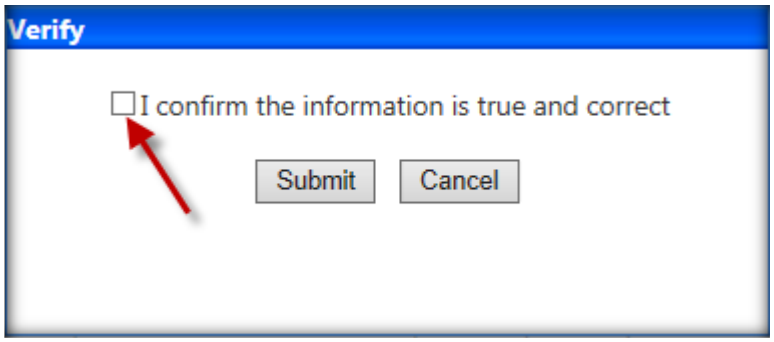


Step 2: After adding the main details of the new compliance, you may need to enter the amount of the insurance. Hover over the value amount, select **Edit**, enter the value and click **Update**.

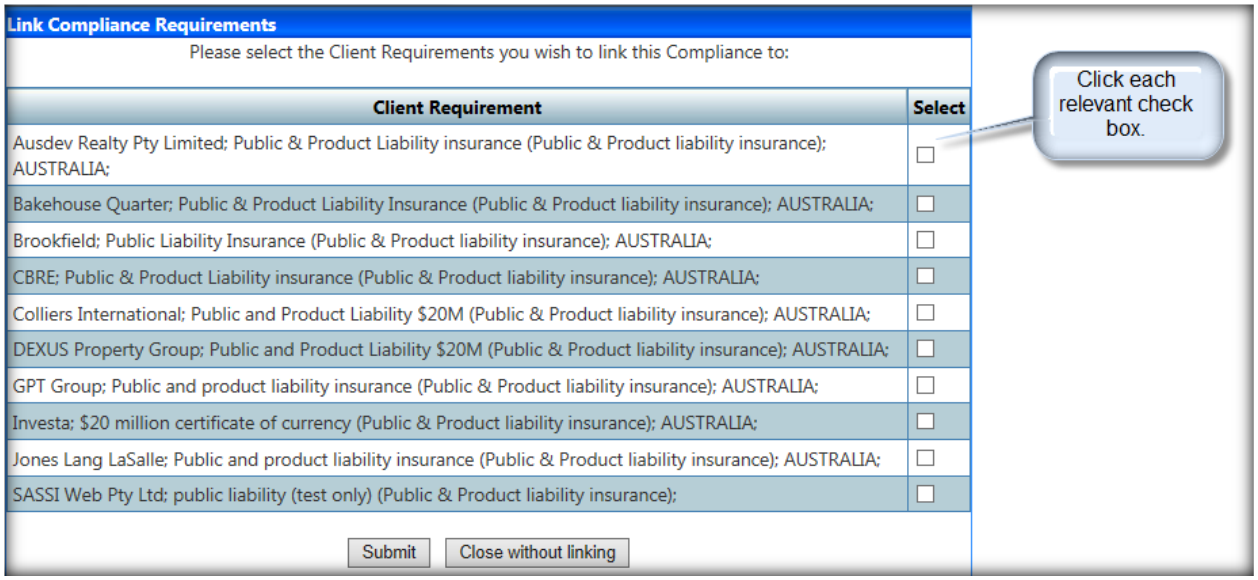
Step 3: Click Browse to browse for and upload the supporting document

Step 4: Click on **Verify** button to declare the information you entered is true and correct.

WARNING: Failure to **Verify** your compliance may suspend your Worker's rights sign-in at your Client's site.

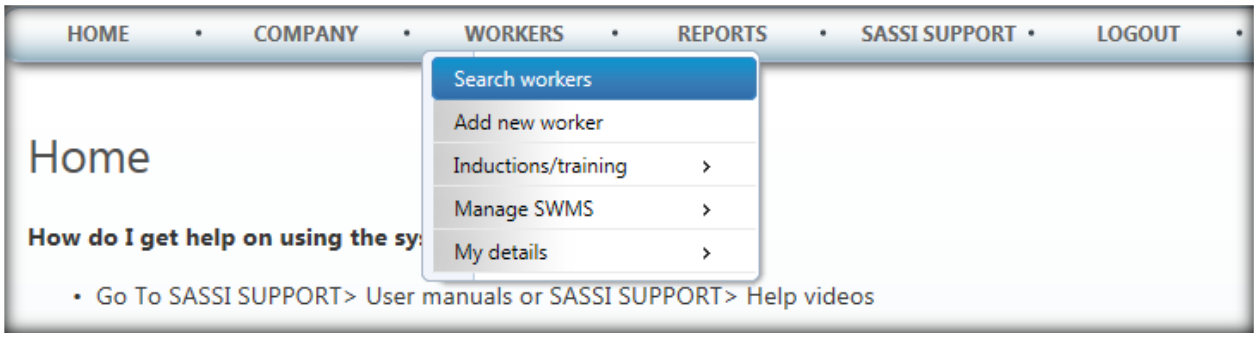


Step 5: You **MUST** now start linking your compliance details to Client's compliance requirements in order to be compliant at the clients' sites and click the **Submit** button.

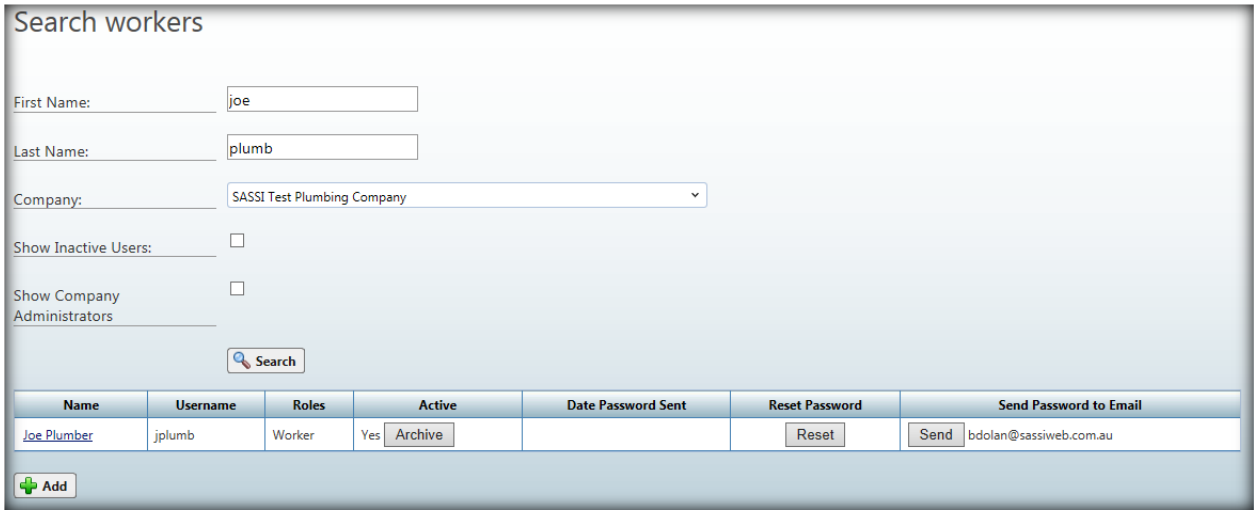

Link Compliance Requirements
Please select the Client Requirements you wish to link this Compliance to:
Client Requirement
Select
Ausdev Realty Pty Limited; Public & Product Liability insurance (Public & Product liability insurance); AUSTRALIA;
Bakehouse Quarter; Public & Product Liability Insurance (Public & Product liability insurance); AUSTRALIA;
Brookfield; Public Liability Insurance (Public & Product liability insurance); AUSTRALIA;
CBRE; Public & Product Liability insurance (Public & Product liability insurance); AUSTRALIA;
Colliers International; Public and Product Liability $20M (Public & Product liability insurance); AUSTRALIA;
DEXUS Property Group; Public and Product Liability $20M (Public & Product liability insurance); AUSTRALIA;
GPT Group; Public and product liability insurance (Public & Product liability insurance); AUSTRALIA;
Investa; $20 million certificate of currency (Public & Product liability insurance); AUSTRALIA;
Jones Lang LaSalle; Public and product liability insurance (Public & Product liability insurance); AUSTRALIA;
SASSI Web Pty Ltd; public liability (test only) (Public & Product liability insurance);
Submit
Close without linking
Click each relevant check box.

4. WORKERS

4.1. Search workers

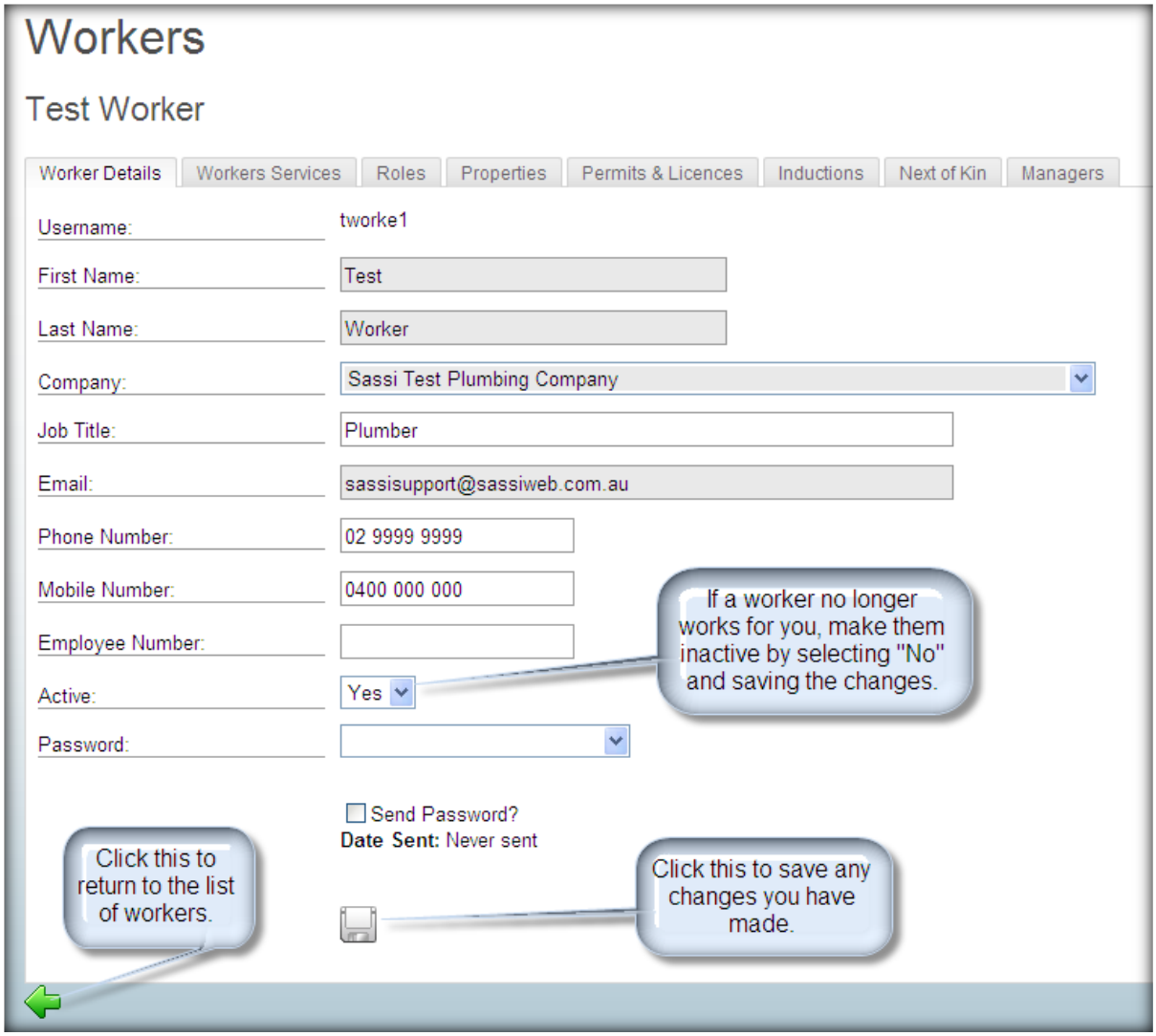


This function allows you to search for workers already on the system and then display their details.



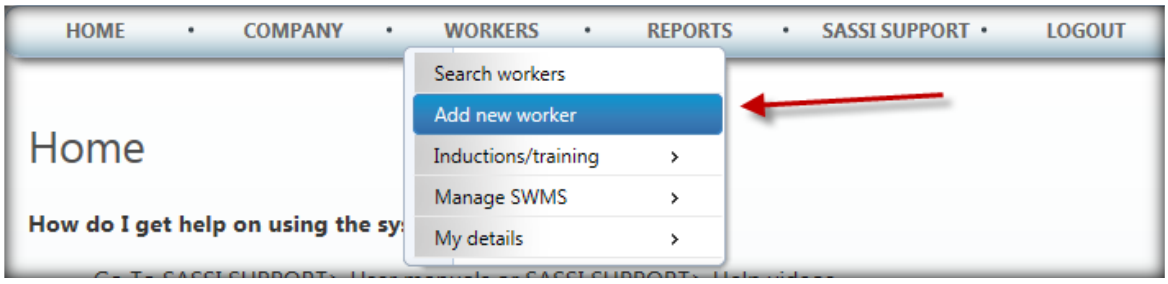
If a worker has forgotten their password, you can reset the password to “password” by clicking the **Reset** button. You can also send their username and password to their designated email address by clicking the **Send** button.

To access the worker’s details click on their name. The screen below will be displayed.



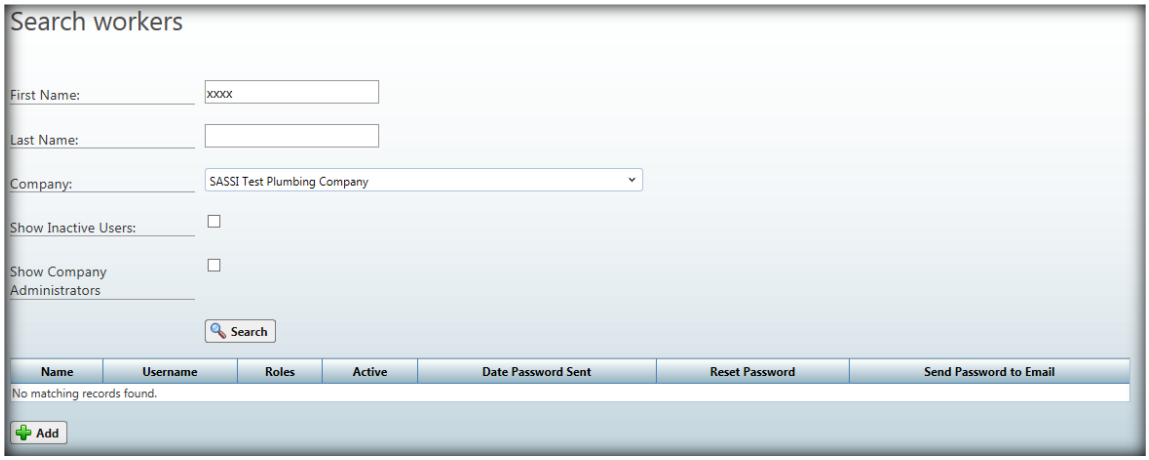
4.2. Add new worker

This functionality enables you to add new workers onto the system.



Before adding new workers to the system please search for an existing user account by selecting: Workers>Search workers, as above.

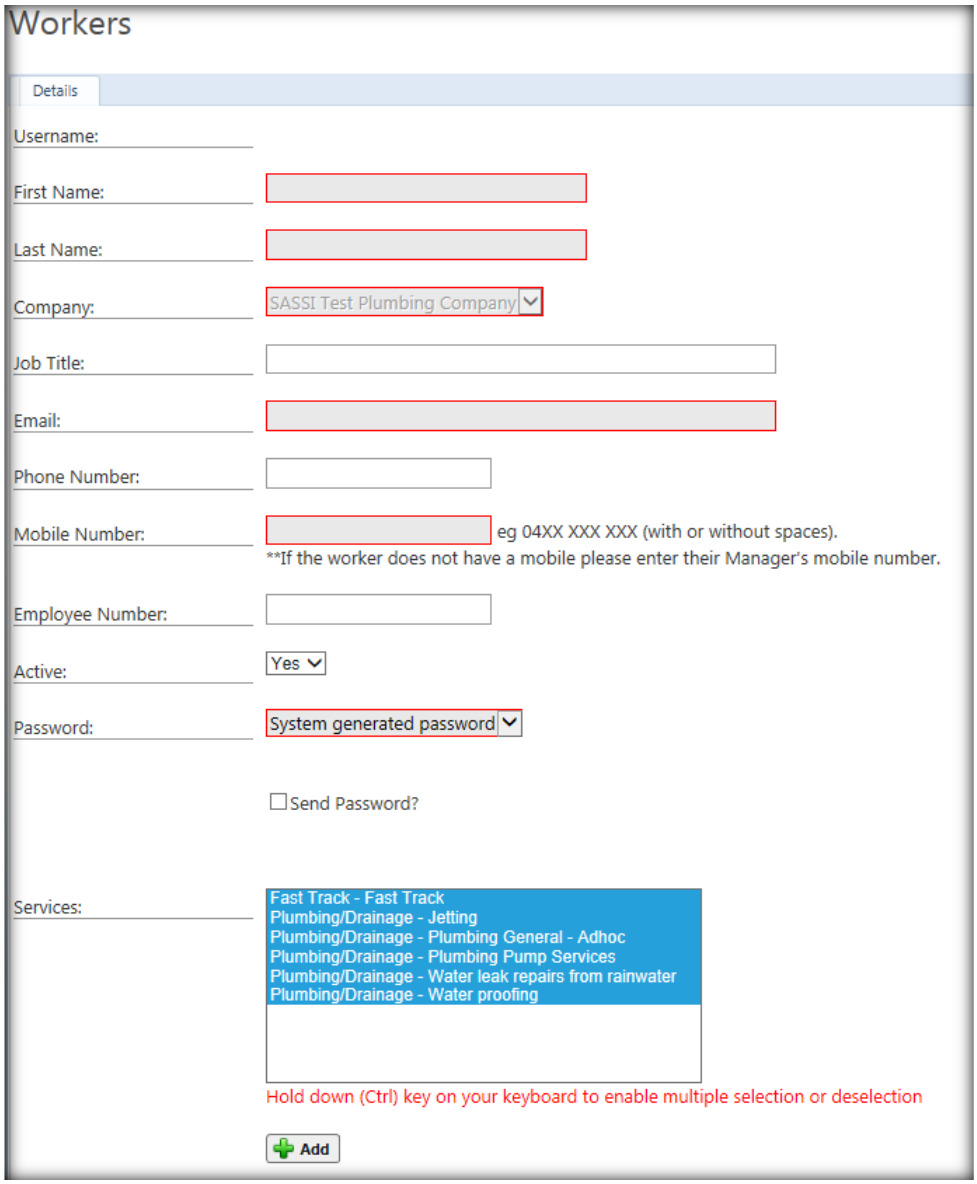
This step is required prior to adding a new worker. So that duplicates are not created



If the worker not in the system click on to add the worker

The screen below will be displayed.

4.2.1. Workers' Details



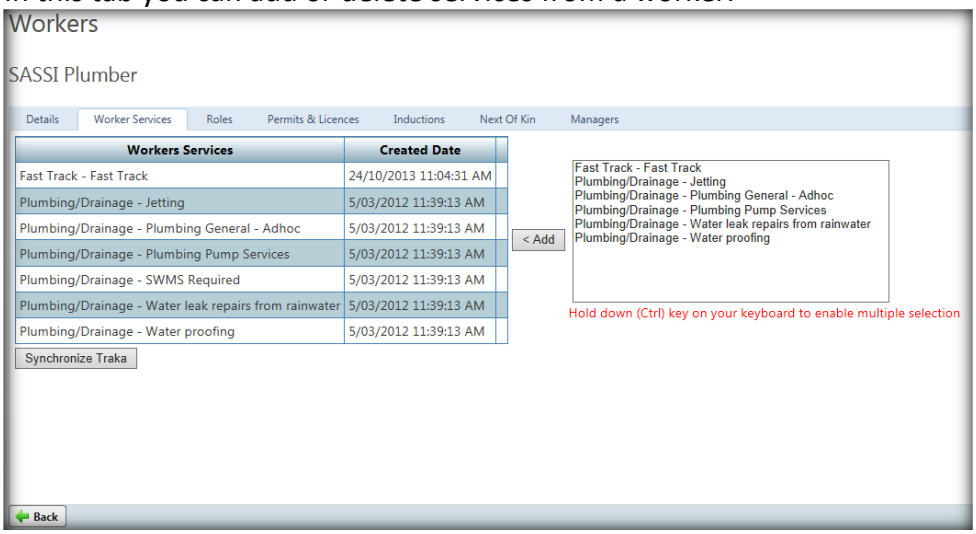
The Workers Details tab contains the basic contact and identification details of the worker.

- You can add the details using this form.
- Mandatory fields are in grey background text boxes.
- You can specify three forms of password
    - A randomised system generated password
    - The default password, “password” or
    - You can enter a password of your own choice.
- Do not tick “**Is Company Administrator?**” if the person is a worker only. This option is only if you want someone to have the company administrator role.
- If you tick the “**Send password?**” box the username and password will be emailed to the user’s email address.
- You must also select the services that the worker will be providing. Otherwise, they will not be able to sign into SASSI and a building.
- The list of services that can be selected is taken from the services that your company provides to buildings on SASSI.
- Once you have filled in all the necessary details add the worker’s details to the system by clicking the plus symbol.

You will now see a number of tabs in the workers’ form in which different details can be viewed and amended.

4.2.2. Workers Services

In this tab you can add or delete services from a worker.



Select services from the right hand pane and use the **add** button to add them.

Hover over a service on the left hand pane and select **Delete** to remove it.

4.2.3. Workers Inductions

In this tab you can view the inductions that this worker has completed or that are due for renewal.

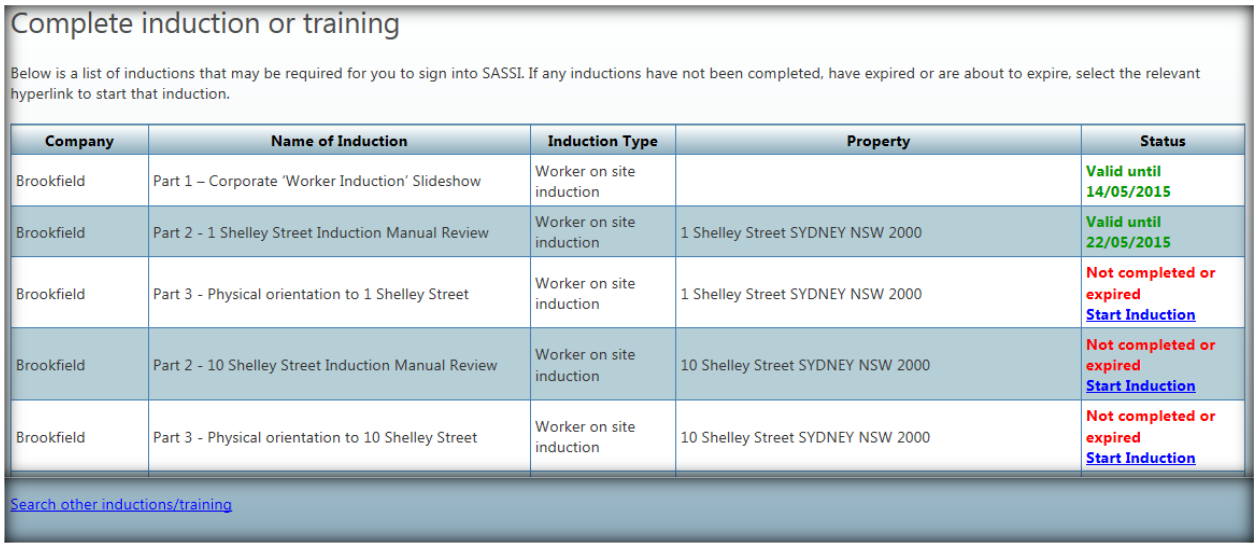
4.3. Inductions/training

Within this option you complete any on-line inductions that your clients require.

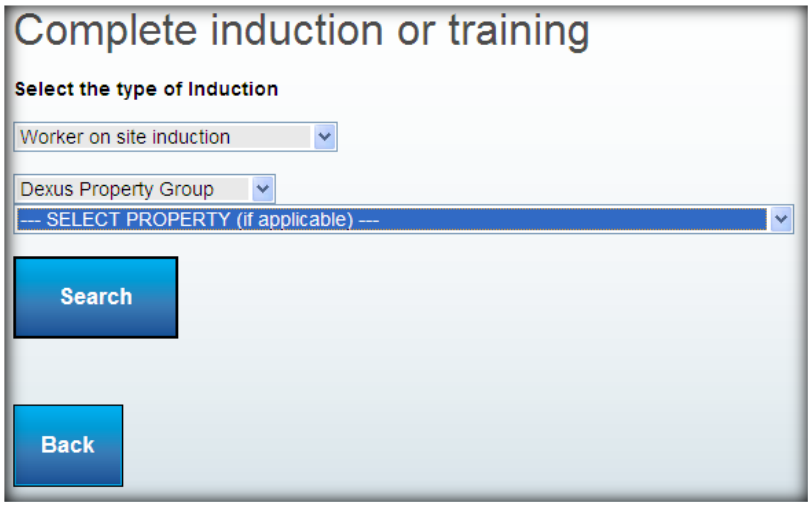
If you want any workers to complete their inductions they will have to log in to SASSI using their own username and password. They also have access to this option.

4.3.1. Complete induction or training

When you select this option you will see a form showing all the inductions that you have completed and any that not completed or have expired.
Click on the selected link and you can start your induction. You will be presented with a "scenario", which can be text, a PDF document or a video. You must read or view this and then answer the questions that follow it. If you pass this on-line multi-choice test, you will automatically be inducted by SASSI to the relevant induction.


Complete induction or training
Below is a list of inductions that may be required for you to sign into SASSI. If any inductions have not been completed, have expired or are about to expire, select the relevant hyperlink to start that induction.
Company
Name of Induction
Induction Type
Property
Status
Brookfield
Part 1 – Corporate 'Worker Induction' Slideshow
Worker on site induction
Valid until 14/05/2015
Brookfield
Part 2 - 1 Shelley Street Induction Manual Review
Worker on site induction
1 Shelley Street SYDNEY NSW 2000
Valid until 22/05/2015
Brookfield
Part 3 - Physical orientation to 1 Shelley Street
Worker on site induction
1 Shelley Street SYDNEY NSW 2000
Not completed or expired
Start Induction
Brookfield
Part 2 - 10 Shelley Street Induction Manual Review
Worker on site induction
10 Shelley Street SYDNEY NSW 2000
Not completed or expired
Start Induction
Brookfield
Part 3 - Physical orientation to 10 Shelley Street
Worker on site induction
10 Shelley Street SYDNEY NSW 2000
Not completed or expired
Start Induction
Search other inductions/training

If you cannot see the induction that you need to complete in this table select the option "**Search other inductions/training**". You can then search for any induction requirement for all clients that your company is linked to, even if you have not worked there yet.



4.4. Manage SWMS

Within this menu option you can manage all your on-line Safe Work Method Statements (SWMS). These SWMS can then be selected by your workers when the sign into to a SASSI kiosk on-site.

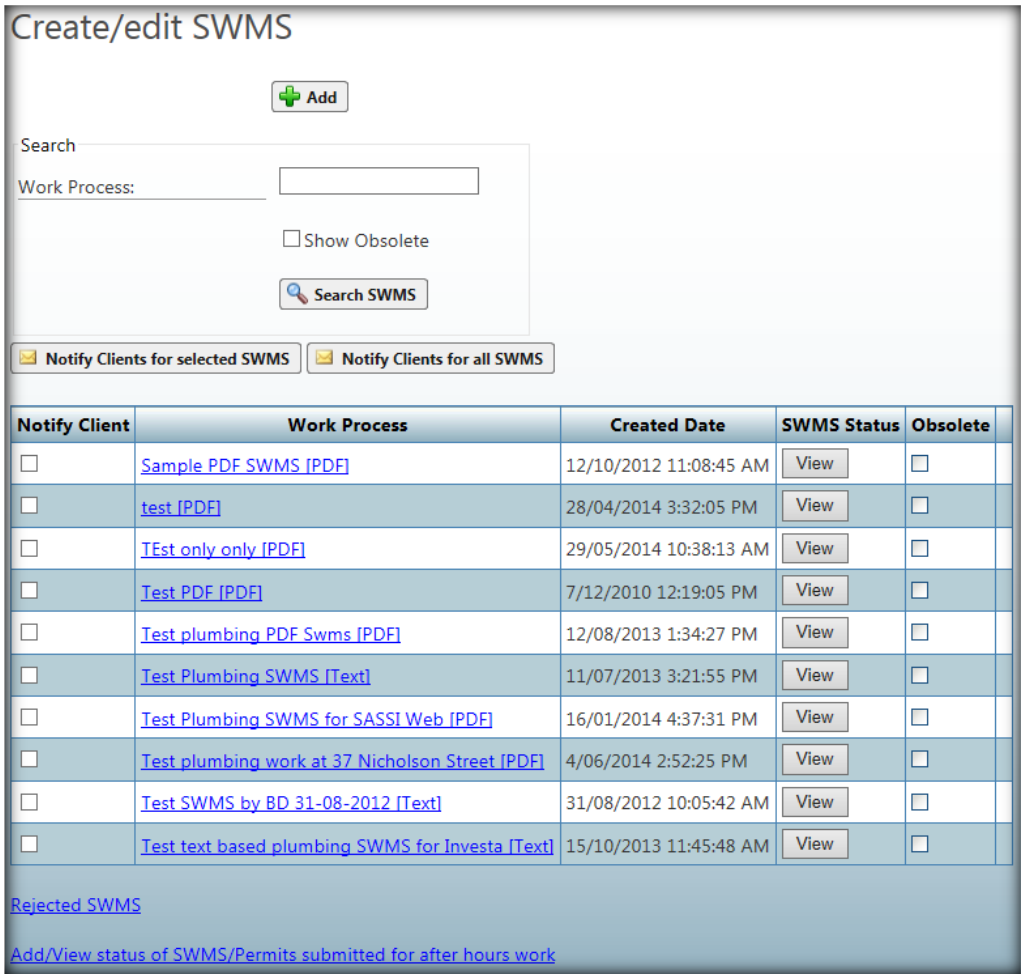
4.4.1. Create/edit generic SWMS

This option allows you to create or edit any of your SWMS for workers to use on site.

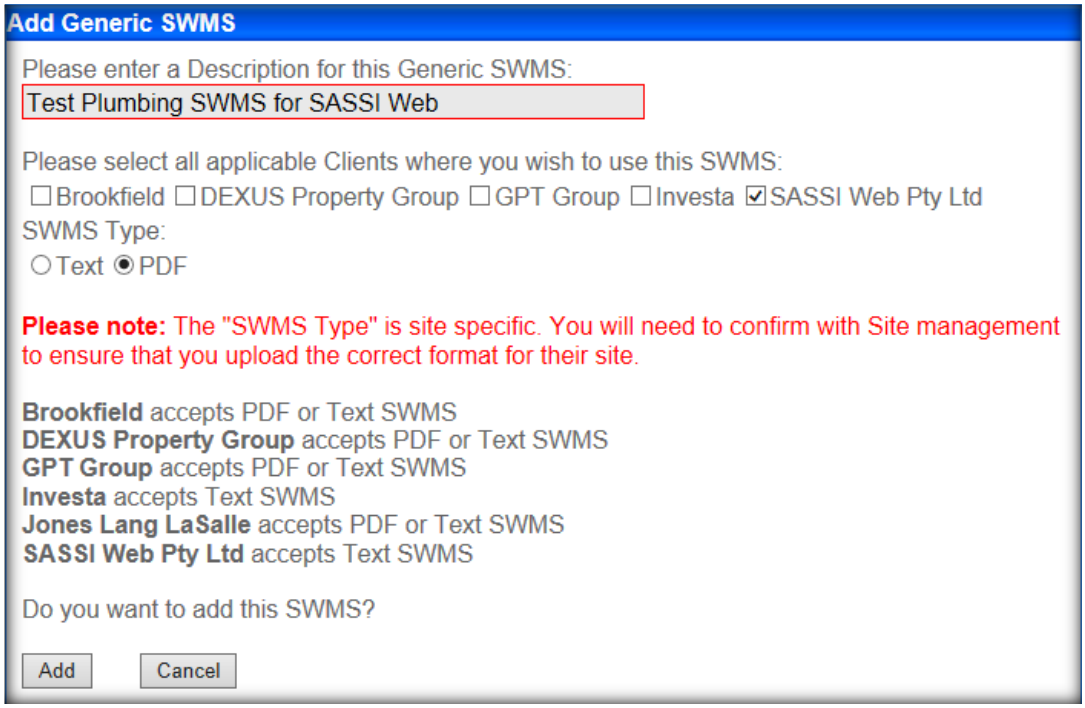
You will be presented with a table of all your current SWMS.

Most clients have an acceptance process. You can use the **Notify Clients** button to advise them of any new SWMS you have added that need to be accepted. If this button is greyed out, then all your SWMS have been accepted. Any rejected SWMS can be viewed by selecting **Rejected SWMS**.

If SWMS have been accepted for use for a particular date and time in the future, they can be viewed by selecting **Add/View status of SWMS/Permits submitted for after-hours work**.


Create/edit SWMS
Add
Search
Work Process:
Show Obsolete
Search SWMS
Notify Clients for selected SWMS
Notify Clients for all SWMS
Notify Client
Work Process
Created Date
SWMS Status
Obsolete
Sample PDF SWMS [PDF] 12/10/2012 11:08:45 AM View
test [PDF] 28/04/2014 3:32:05 PM View
TEst only only [PDF] 29/05/2014 10:38:13 AM View
Test PDF [PDF] 7/12/2010 12:19:05 PM View
Test plumbing PDF Swms [PDF] 12/08/2013 1:34:27 PM View
Test Plumbing SWMS [Text] 11/07/2013 3:21:55 PM View
Test Plumbing SWMS for SASSI Web [PDF] 16/01/2014 4:37:31 PM View
Test plumbing work at 37 Nicholson Street [PDF] 4/06/2014 2:52:25 PM View
Test SWMS by BD 31-08-2012 [Text] 31/08/2012 10:05:42 AM View
Test text based plumbing SWMS for Investa [Text] 15/10/2013 11:45:48 AM View
Rejected SWMS
Add/View status of SWMS/Permits submitted for after hours work

To add a new SWMS click on plus . The following pop up will appear.

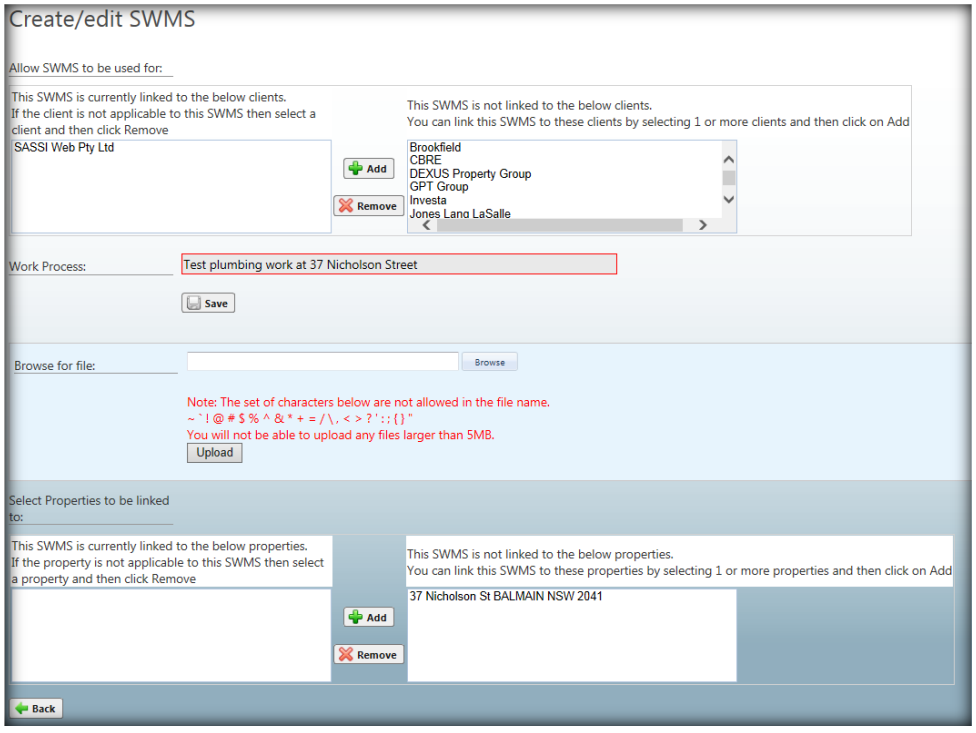

Add Generic SWMS
Please enter a Description for this Generic SWMS:
Test Plumbing SWMS for SASSI Web
Please select all applicable Clients where you wish to use this SWMS:
Brookfield DEXUS Property Group GPT Group Investa SASSI Web Pty Ltd
SWMS Type:
Text PDF
Please note: The "SWMS Type" is site specific. You will need to confirm with Site management to ensure that you upload the correct format for their site.
Brookfield accepts PDF or Text SWMS
DEXUS Property Group accepts PDF or Text SWMS
GPT Group accepts PDF or Text SWMS
Investa accepts Text SWMS
Jones Lang LaSalle accepts PDF or Text SWMS
SASSI Web Pty Ltd accepts Text SWMS
Do you want to add this SWMS?
Add
Cancel

For Investa buildings you must choose the Text option. Other building owners use the PDF option.

Enter a description for the SWMS and click the **Add** button to create a new SWMS.

4.4.1.1. Adding a PDF type SWMS

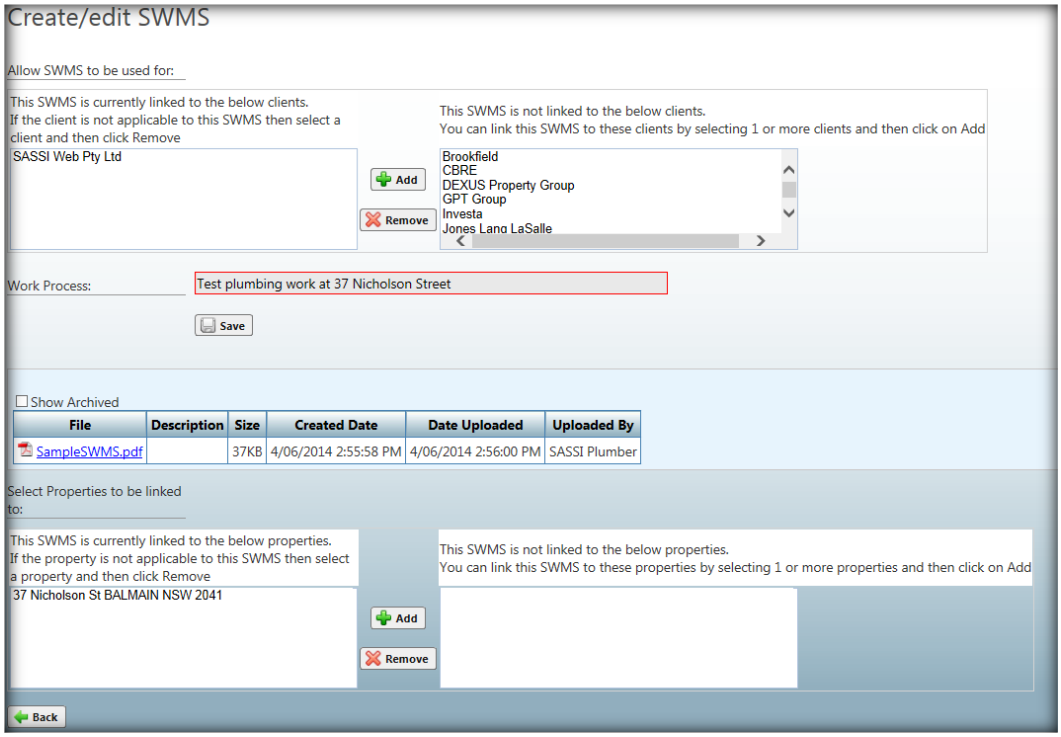
If you select a PDF type SWMS the following will appear. You can then use that to upload a PDF document for this SWMS and to assign it to a specific site.


Create/edit SWMS
Allow SWMS to be used for:
This SWMS is currently linked to the below clients.
If the client is not applicable to this SWMS then select a client and then click Remove
SASSI Web Pty Ltd
Add
Remove
This SWMS is not linked to the below clients.
You can link this SWMS to these clients by selecting 1 or more clients and then click on Add
Brookfield
CBRE
DEXUS Property Group
GPT Group
Investa
Jones Lang LaSalle
Work Process:
Test plumbing work at 37 Nicholson Street
Save
Browse for file:
Browse
Note: The set of characters below are not allowed in the file name.
~ ` ! @ # $ % ^ & * + = / \ , < > ? ' : ; { } "
You will not be able to upload any files larger than 5MB.
Upload
Select Properties to be linked to:
This SWMS is currently linked to the below properties.
If the property is not applicable to this SWMS then select a property and then click Remove
Add
Remove
This SWMS is not linked to the below properties.
You can link this SWMS to these properties by selecting 1 or more properties and then click on Add
37 Nicholson St BALMAIN NSW 2041
Back

Browse for the document on your PC, enter a description of the document in the **Description** text box and then select **Upload**. If the upload is successful you will see the following.

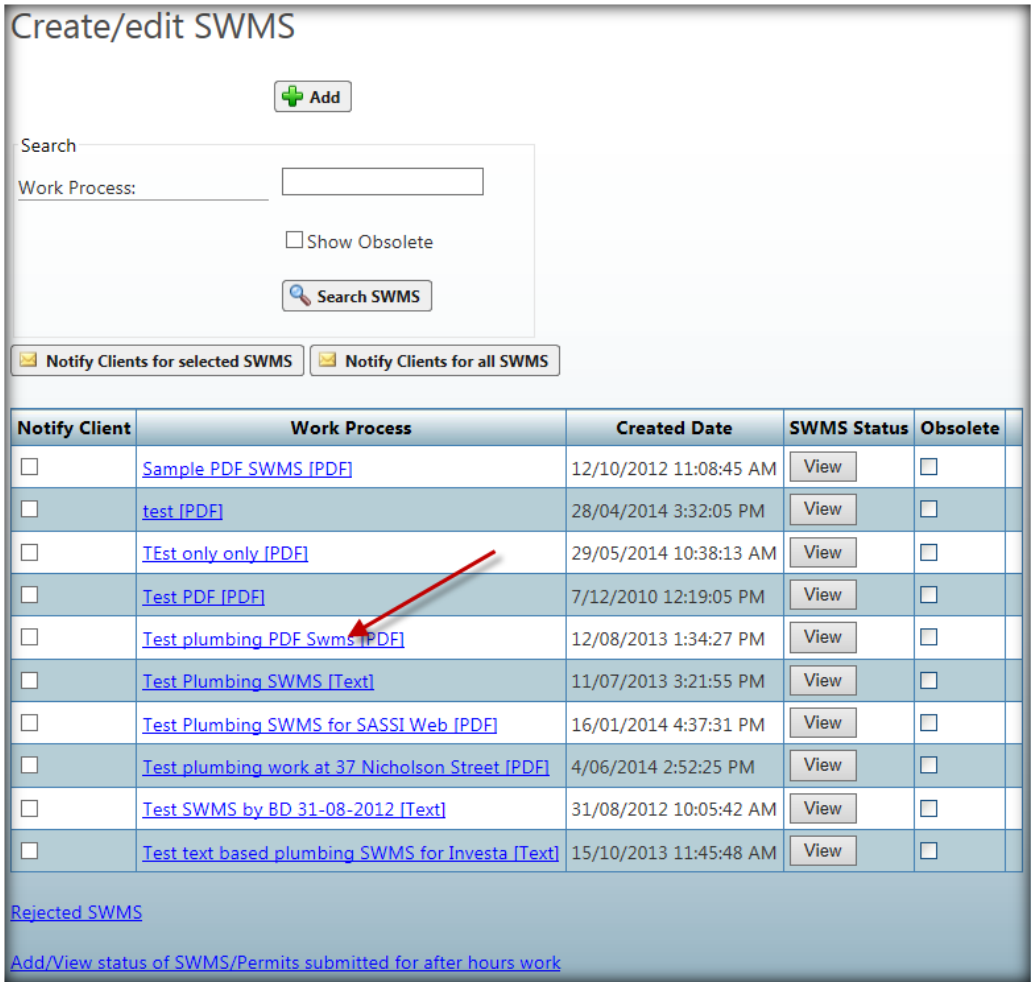
Next you need to select which specific property where this SWMS will be used.

You do this by selecting the property and then clicking the **Add** sign.


Create/edit SWMS
Allow SWMS to be used for:
This SWMS is currently linked to the below clients.
If the client is not applicable to this SWMS then select a client and then click Remove
SASSI Web Pty Ltd
Add
Remove
This SWMS is not linked to the below clients.
You can link this SWMS to these clients by selecting 1 or more clients and then click on Add
Brookfield
CBRE
DEXUS Property Group
GPT Group
Investa
Jones Lang LaSalle
Work Process:
Test plumbing work at 37 Nicholson Street
Save
Show Archived
File
Description
Size
Created Date
Date Uploaded
Uploaded By
SampleSWMS.pdf
37KB
4/06/2014 2:55:58 PM
4/06/2014 2:56:00 PM
SASSI Plumber
Select Properties to be linked to:
This SWMS is currently linked to the below properties.
If the property is not applicable to this SWMS then select a property and then click Remove
37 Nicholson St BALMAIN NSW 2041
Add
Remove
This SWMS is not linked to the below properties.
You can link this SWMS to these properties by selecting 1 or more properties and then click on Add
Back

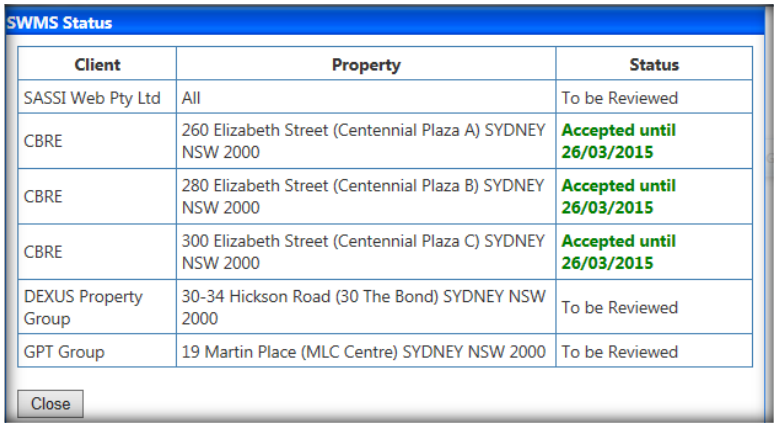
After that is completed click the **Back** button to return to the list of SWMS.

If you want to view the SWMS details and review them or change anything click on the Work Process name.


Create/edit SWMS
Add
Search
Work Process:
Show Obsolete
Search SWMS
Notify Clients for selected SWMS
Notify Clients for all SWMS
Notify Client
Work Process
Created Date
SWMS Status
Obsolete
Sample PDF SWMS [PDF] 12/10/2012 11:08:45 AM View
test [PDF] 28/04/2014 3:32:05 PM View
TEst only only [PDF] 29/05/2014 10:38:13 AM View
Test PDF [PDF] 7/12/2010 12:19:05 PM View
Test plumbing PDF Swms [PDF] 12/08/2013 1:34:27 PM View
Test Plumbing SWMS [Text] 11/07/2013 3:21:55 PM View
Test Plumbing SWMS for SASSI Web [PDF] 16/01/2014 4:37:31 PM View
Test plumbing work at 37 Nicholson Street [PDF] 4/06/2014 2:52:25 PM View
Test SWMS by BD 31-08-2012 [Text] 31/08/2012 10:05:42 AM View
Test text based plumbing SWMS for Investa [Text] 15/10/2013 11:45:48 AM View
Rejected SWMS
Add/View status of SWMS/Permits submitted for after hours work

Click the **Notify Clients for selected SWMS** button or **Notify Clients for all SWMS**. The relevant clients will be notified about the new SWMS that are waiting to be reviewed.

If you want to check the SWMS status, i.e. has it been accepted by the client for use at their site, click on the **View** button under the SWMS Status heading. The following will appear.



When it is just uploaded the SWMS will have a status of “To be reviewed”.

If a SWMS has been rejected, you will receive an email to that effect.

You will see that the SWMS has been rejected by clicking the **View** button under the "SWMS Status" heading.

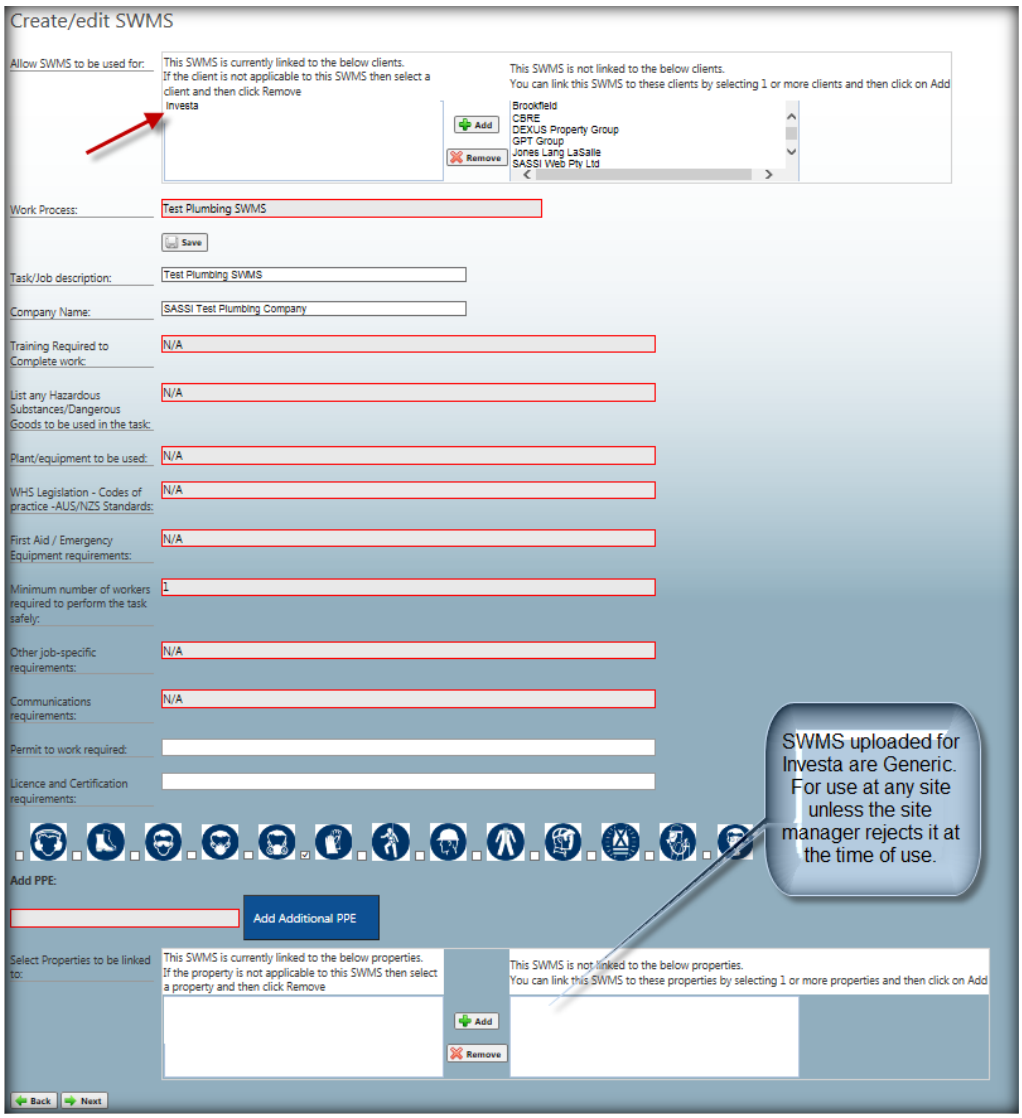
If a SWMS has been rejected you should create a new SWMS and link it to the appropriate client and site.

If you want to replace a SWMS, click the check box under Obsolete, then add a new SWMS.

The link View rejected SWMS is part of the Investa SWMS process. It applies only if SWMS have been rejected by Investa.

4.4.1.2. Adding a TEXT type SWMS for Investa

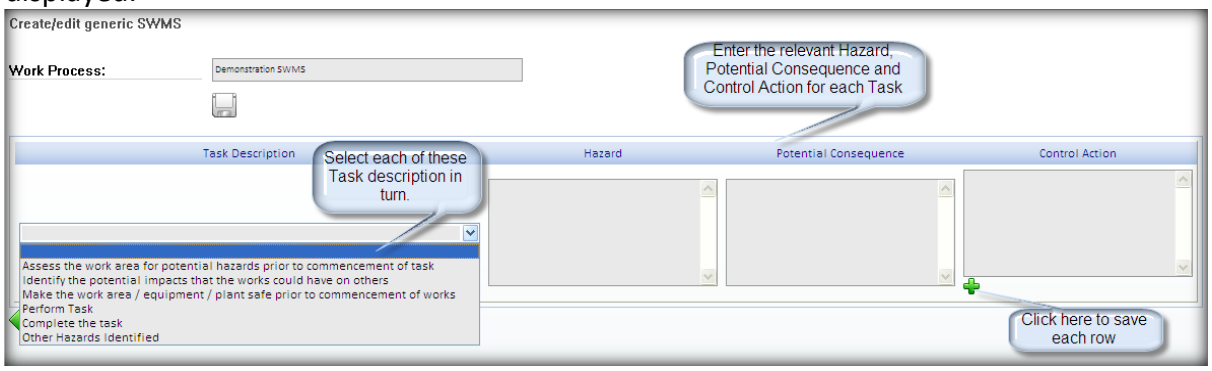
When you select the Text option to add a SWMS the following screen will appear.


Create/edit SWMS
Allow SWMS to be used for:
This SWMS is currently linked to the below clients.
If the client is not applicable to this SWMS then select a client and then click Remove
Investa
Add
Remove
This SWMS is not linked to the below clients.
You can link this SWMS to these clients by selecting 1 or more clients and then click on Add
Brookfield
CBRE
DEXUS Property Group
GPT Group
Jones Lang LaSalle
SASSI Web Pty Ltd
Work Process:
Test Plumbing SWMS
Save
Task/Job description:
Test Plumbing SWMS
Company Name:
SASSI Test Plumbing Company
Training Required to Complete work:
N/A
List any Hazardous Substances/Dangerous Goods to be used in the task:
N/A
Plant/equipment to be used:
N/A
WHS Legislation - Codes of practice -AUS/NZS Standards:
N/A
First Aid / Emergency Equipment requirements:
N/A
Minimum number of workers required to perform the task safely:
1
Other job-specific requirements:
N/A
Communications requirements:
N/A
Permit to work required:
Licence and Certification requirements:
SWMS uploaded for Investa are Generic. For use at any site unless the site manager rejects it at the time of use.
Add PPE:
Add Additional PPE
Select Properties to be linked to:
This SWMS is currently linked to the below properties.
If the property is not applicable to this SWMS then select a property and then click Remove
Add
Remove
This SWMS is not linked to the below properties.
You can link this SWMS to these properties by selecting 1 or more properties and then click on Add
Back
Next

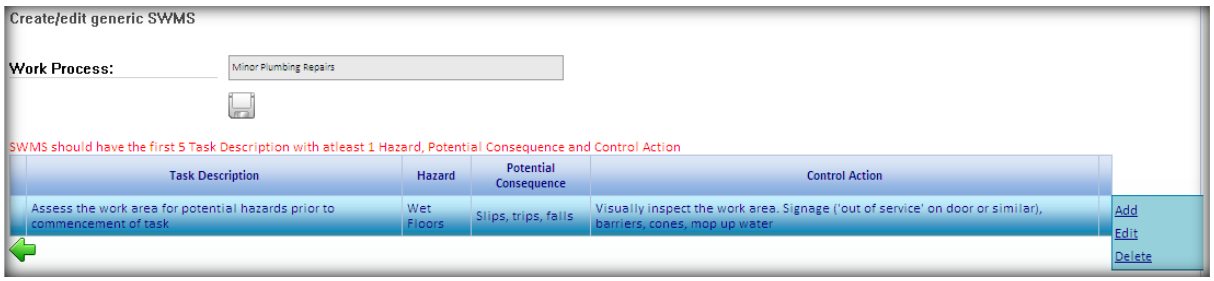
All the red-lined boxes are mandatory.

If you use PPE that are not listed enter them in the text box below the **Add PPE:** heading then click the plus symbol.

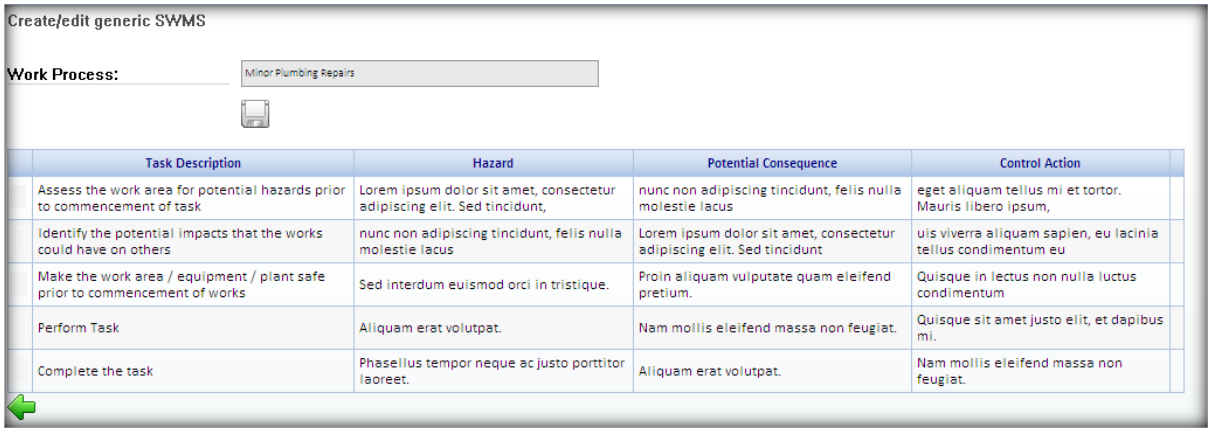
Once you have finished entering all the information on this page click **Next**. The following will be displayed.


Create/edit generic SWMS
Work Process:
Demonstration SWMS
Enter the relevant Hazard, Potential Consequence and Control Action for each Task
Task Description
Select each of these Task description in turn.
Hazard
Potential Consequence
Control Action
Assess the work area for potential hazards prior to commencement of task
Identify the potential impacts that the works could have on others
Make the work area / equipment / plant safe prior to commencement of works
Perform Task
Complete the task
Other Hazards Identified
Click here to save each row

After you click the **Add** symbol, your first line will be saved.


Create/edit generic SWMS
Work Process:
Minor Plumbing Repairs
SWMS should have the first 5 Task Description with atleast 1 Hazard, Potential Consequence and Control Action
Task Description
Hazard
Potential Consequence
Control Action
Assess the work area for potential hazards prior to commencement of task
Wet Floors
Slips, trips, falls
Visually inspect the work area. Signage ('out of service' on door or similar), barriers, cones, mop up water
Add
Edit
Delete

To add the subsequent lines, hover the cursor over a line and then click the **Add** link. A new line of text boxes will appear.

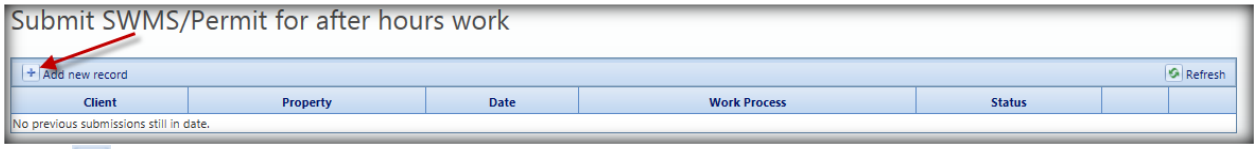

Create/edit generic SWMS
Work Process:
Minor Plumbing Repairs
Task Description
Hazard
Potential Consequence
Control Action
Assess the work area for potential hazards prior to commencement of task
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed tincidunt,
nunc non adipiscing tincidunt, felis nulla molestie lacus
eget aliquam tellus mi et tortor. Mauris libero ipsum,
Identify the potential impacts that the works could have on others
nunc non adipiscing tincidunt, felis nulla molestie lacus
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed tincidunt
uis viverra aliquam sapien, eu lacinia tellus condimentum eu
Make the work area / equipment / plant safe prior to commencement of works
Sed interdum euismod orci in tristique.
Proin aliquam vulputate quam eleifend pretium.
Quisque in lectus non nulla luctus condimentum
Perform Task
Aliquam erat volutpat.
Nam mollis eleifend massa non feugiat.
Quisque sit amet justo elit, et dapibus mi.
Complete the task
Phasellus tempor neque ac justo porttitor laoreet.
Aliquam erat volutpat.
Nam mollis eleifend massa non feugiat.

Once you have added all 5 lines click the back arrow to return to your list of SWMS.

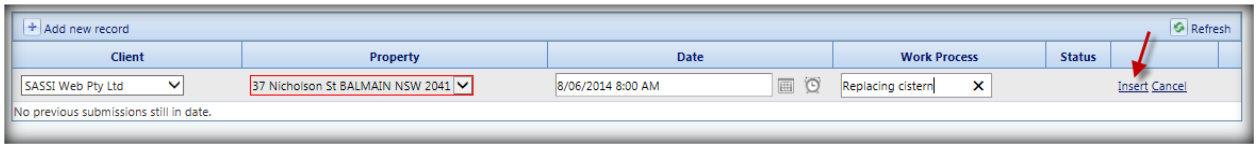
4.4.1.3. Submitting SWMS for after-hours work

To submit a SWMS and Permits for after-hours work follow the procedure below.

From the bottom of the "Create/edit SWMS" page click "Add/View status of SWMS/Permits submitted for after-hours work". The following will be displayed.

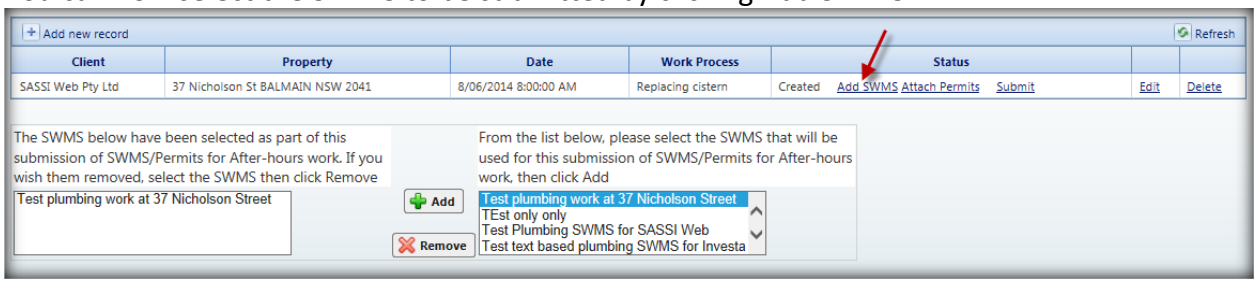


Click Add new record.

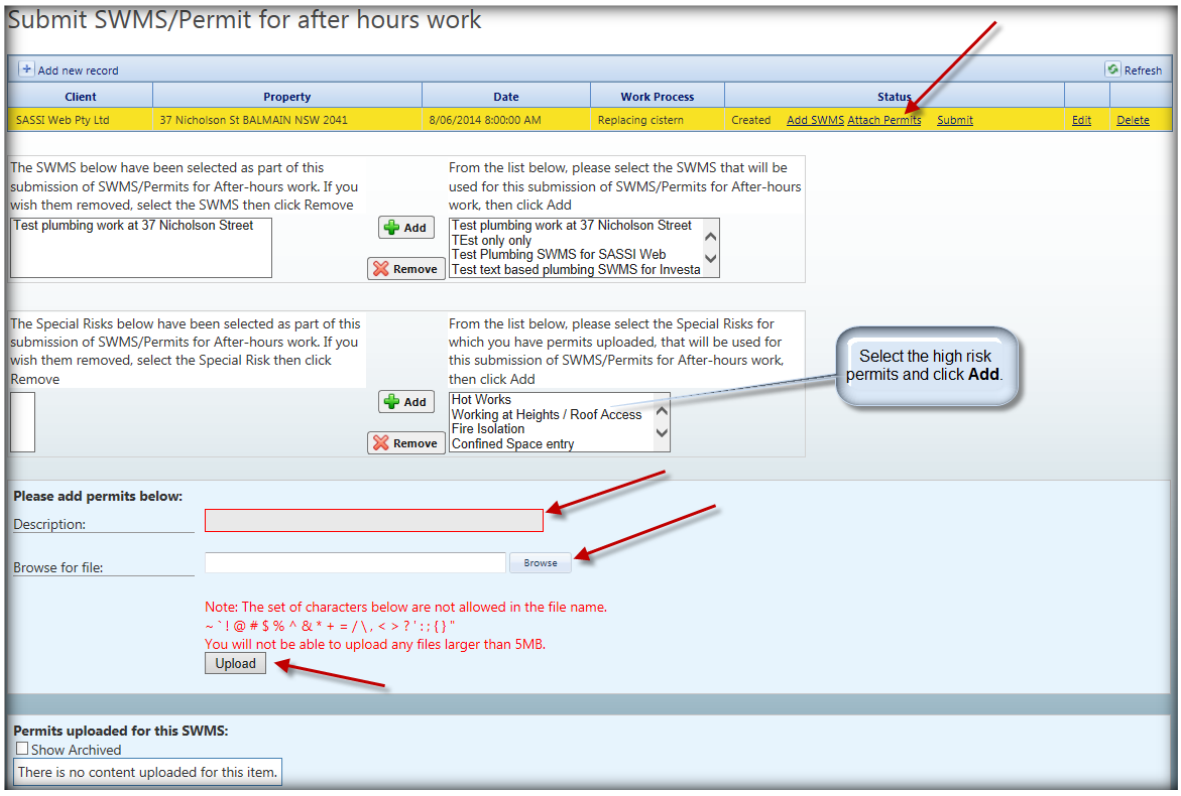


Select the Client, the Property, the date and time of the work to be carried out, enter a description of the work and click Insert.

You can now select the SWMS to be submitted by clicking Add SWMS.

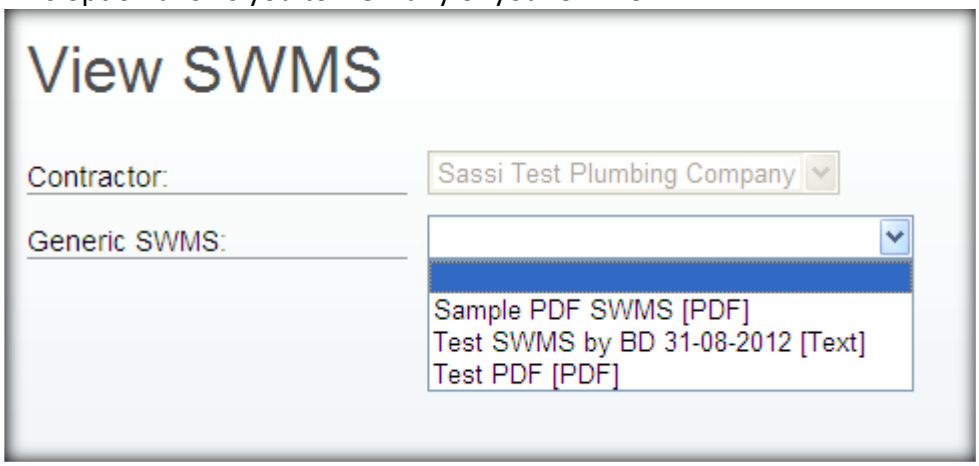

Add new record
Refresh
Client
Property
Date
Work Process
Status
SASSI Web Pty Ltd
37 Nicholson St BALMAIN NSW 2041
8/06/2014 8:00:00 AM
Replacing cistern
Created
Add SWMS
Attach Permits
Submit
Edit
Delete
The SWMS below have been selected as part of this submission of SWMS/Permits for After-hours work. If you wish them removed, select the SWMS then click Remove
Test plumbing work at 37 Nicholson Street
Add
Remove
From the list below, please select the SWMS that will be used for this submission of SWMS/Permits for After-hours work, then click Add
Test plumbing work at 37 Nicholson Street
TEst only only
Test Plumbing SWMS for SASSI Web
Test text based plumbing SWMS for Investa

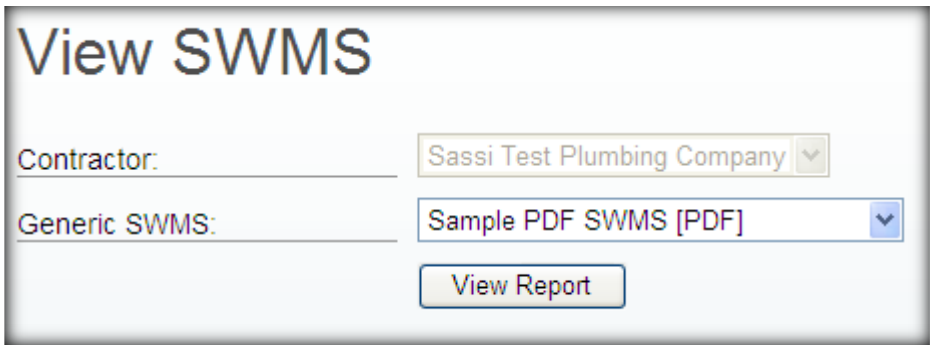
If you need to submit permits for high risk work, click on Attach Permits.


Submit SWMS/Permit for after hours work
Add new record
Refresh
Client
Property
Date
Work Process
Status
SASSI Web Pty Ltd
37 Nicholson St BALMAIN NSW 2041
8/06/2014 8:00:00 AM
Replacing cistern
Created
Add SWMS
Attach Permits
Submit
Edit
Delete
The SWMS below have been selected as part of this submission of SWMS/Permits for After-hours work. If you wish them removed, select the SWMS then click Remove
Test plumbing work at 37 Nicholson Street
Add
Remove
From the list below, please select the SWMS that will be used for this submission of SWMS/Permits for After-hours work, then click Add
Test plumbing work at 37 Nicholson Street
TEst only only
Test Plumbing SWMS for SASSI Web
Test text based plumbing SWMS for Investa
The Special Risks below have been selected as part of this submission of SWMS/Permits for After-hours work. If you wish them removed, select the Special Risk then click Remove
Add
Remove
From the list below, please select the Special Risks for which you have permits uploaded, that will be used for this submission of SWMS/Permits for After-hours work, then click Add
Hot Works
Working at Heights / Roof Access
Fire Isolation
Confined Space entry
Select the high risk permits and click Add.
Please add permits below:
Description:
Browse for file:
Browse
Note: The set of characters below are not allowed in the file name.
~ ` ! @ # $ % ^ & * + = / \ , < > ? ' : ; { } "
You will not be able to upload any files larger than 5MB.
Upload
Permits uploaded for this SWMS:
Show Archived
There is no content uploaded for this item.

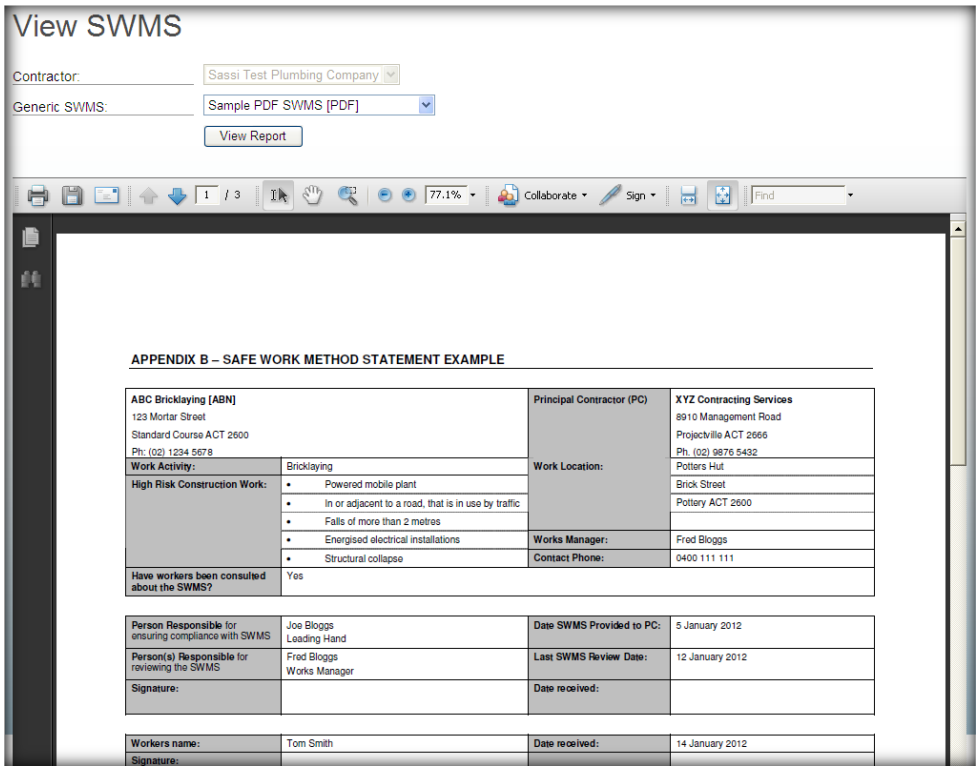
4.4.2. View SWMS

This option allows you to view any of your SWMS.





Select the SWMS from the drop down list and click the **View Report** button.



4.4.3. Amended SWMS requiring review

In this option you can see any text SWMS that have been amended by a worker on-site and have been recommended for review. You can then review the SWMS and amend it as appropriate.

4.5. My details

Within this option you can update your details and change your password.

4.5.1. Contact details

Update your email address, mobile phone number and fixed phone number.

By selecting the Submit button information is updated on the SASSI database.

4.5.2. Change password

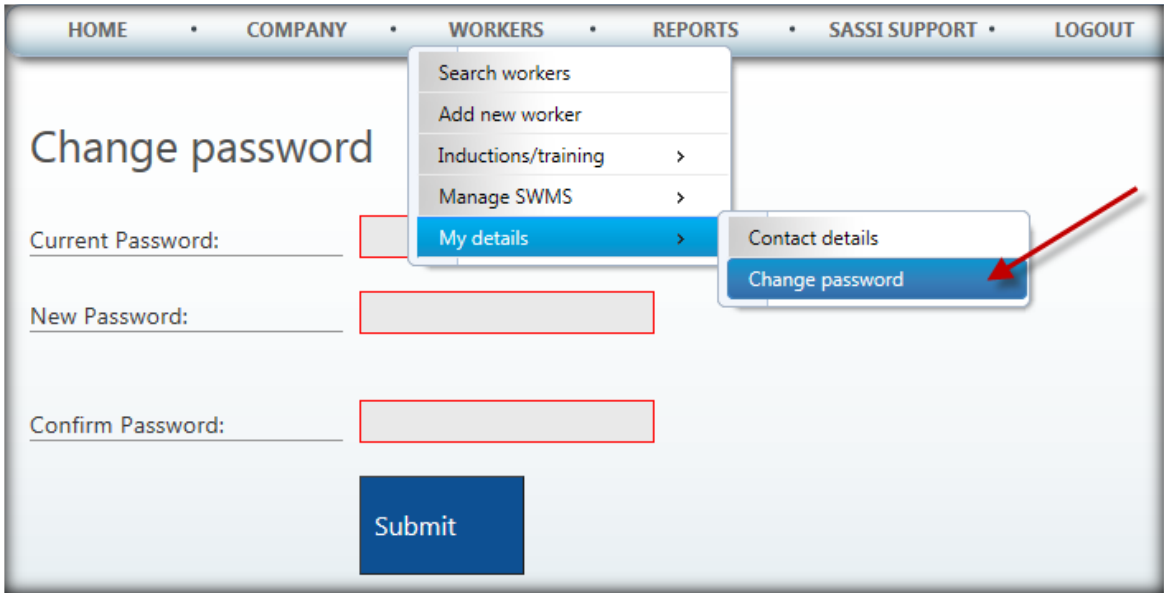
This functionality enables you to change your password.

When a worker first log on to aSASSI kiosk, the system automatecally prompt to change password.

To change your password, enter your current password in the first text field followed by your new password in the next two text fields.

The coloured bar will indicate the password strength. Your password must contain eight characters varying with characters, numbers and upper case characters.

When the password is strong, enough you can select the **Submit** button to update the SASSI database.



5. REPORTS

5.1. Attendance

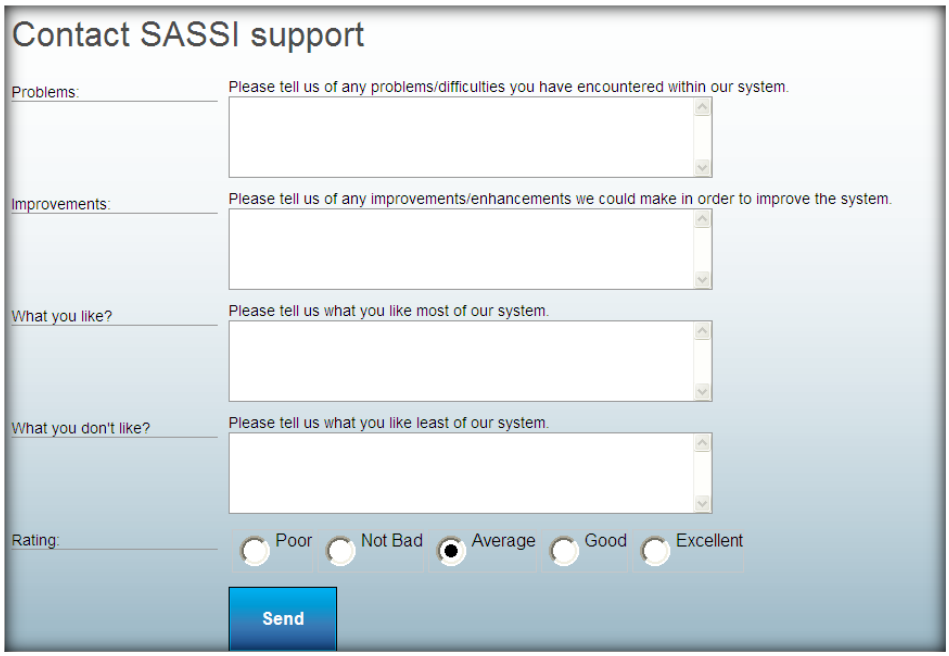
You can get a report of the attendance of your staff at selected sites.

6. SASSI SUPPORT

6.1. Contact SASSI support

If you have any problems or questions, you can contact SASSI Support using this option.

You will be presented with the following input screen.


Contact SASSI support
Problems:
Please tell us of any problems/difficulties you have encountered within our system.
Improvements:
Please tell us of any improvements/enhancements we could make in order to improve the system.
What you like?
Please tell us what you like most of our system.
What you don't like?
Please tell us what you like least of our system.
Rating:
Poor
Not Bad
Average
Good
Excellent
Send

Just fill in the details and click Send. Your feedback will be emailed to SASSI Support.

6.2. User manuals

Within this option you can open, download or print this manual.

6.3. Frequently asked questions

This is a quick reference to frequently asked questions.

6.4. Help videos

Here there are a series of videos which will help you with most tasks.